



Human Resources

DATE POSTED: **January 06, 2006**

REQ. # 06-005

**NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, FL 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from **01-06-2006** TO **01-12-2006**, but will remain open until filled.

DEPARTMENT/DIVISION
CENTRAL SERVICES - JAIL

POSITION AVAILABLE
JAIL MAINTENANCE SUPERINTENDENT

OF OPENINGS
1

STARTING SALARY
\$33,828.50 / hour

COMMENTS
Driving Position

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE 578

PAY GRADE 18

SALARY: \$33,828.50 - \$54,309.84 (+ \$1.00 differential pay)

(Total based on 2,080 hrs.)

JAIL MAINTENANCE SUPERINTENDENT

MAJOR FUNCTION: Responsible, skilled and supervisory work in directing a program of preventative maintenance in a correctional facility.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED IN ORDER TO PERFORM ESSENTIAL JOB FUNCTIONS:

Knowledge: Knowledge of the methods, techniques, tools and materials used in the electrical and electronics trade. Knowledge of practices, methods, tools, and materials used for mechanical maintenance, penal plumbing, and maximum security doors and locks. Knowledge of operation of equipment and systems related to correctional facilities. Knowledge of general administrative procedures and electronics data processing operations. Knowledge of the occupational hazards associated with various trades work and the pertinent safety precautions.

Abilities: Ability to instruct skilled workers in a variety of technical activities. Ability to work from sketches, blueprints, and diagrams. Ability to collect and analyze data in order to make recommendations on technical matters such as penal plumbing, electrical, mechanical, computer hardware and software, PLC, CCTV, IC, DVR, and other technical trades in the penal field. Ability to schedule escorts for outside contractors. Ability to communicate effectively, both orally and written. Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of the County's ethics and conflict of interest policies. Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials, and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, political affiliation, or sexual orientation.

Ability to coordinate construction with outside divisions and contractors. Ability to confer with department heads regarding their maintenance needs and problems. Ability to review work through conferences, examination of reports, observation of work results and equipment performance. Ability to exercise considerable independent judgment in the various technical phases of work. Ability to maintain integrated security systems. Ability to set priorities. Ability to read and understand Material Safety Data Sheets (MSDS) and the use of safety equipment when needed.

ESSENTIAL JOB FUNCTIONS: Receives and evaluates work orders for repair and preventative maintenance assignments; edits as necessary. Supervises and performs the work in maintenance and repair of computers, programmable logic control (PLC), closed circuit television (CCTV), digital video and recorders (DVR), intercoms (IC), pneumatic plumbing, specialized penal plumbing, and electrical mechanical maximum security doors. Plans and designs renovations and modifications for buildings and structures. Estimates time, materials, and costs for future and ongoing projects. Procures and controls the use of supplies and equipment. Develops and maintains annual preventative maintenance contracts for correctional facility needs. Compiles and analyzes statistics on work completed to track activities and crew performance. Evaluates employee performance. Performs related work as required.

ESSENTIAL PHYSICAL SKILLS: The ability to inspect various areas of existing buildings including roofs, mechanical rooms and chases. Lift occasional 50 pounds. Good vision and hearing.

ENVIRONMENTAL CONDITION REQUIREMENTS: Works indoors and outdoors.

WORK HAZARDS: Work with power tools. Work in areas with high voltage and volatile solutions. Electrical shock, injury or burn hazards. Work in physically dangerous areas around moving machinery. Work with or around inmates.

SAFETY EQUIPMENT USED OR NEEDED: Safety equipment is supplied by County as per job requirements.

EDUCATION: Graduation from high school or possession of an acceptable equivalency diploma.

EXPERIENCE: Three (3) years experience in general building maintenance and repair. A comparable amount of training or experience may be substituted for the minimum qualifications.

LICENSE, CERTIFICATION OR REGISTRATION: Valid Florida Driver's License is required. Good driving record. Subject to legal background check to be approved by BOCC and Sheriff's Office.

Union	Non-Union ✓	Exempt ✓	Non-Exempt
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